

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101

CAAG-SP

7 January 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2010-06 - Expires 30 June 2010

1. The Military Department is accepting applications for Term State Active Duty position indicated below. This vacancy announcement expires **30 June 2010** unless sooner rescinded; interested applicants should file their application at the earliest possible date. An appointment to this position provides full benefit status for the appointee and their beneficiaries. ***Soldiers/Airmen selected for this position will be paid at their federal or State Military Reserve pay grade, not to exceed E-5 capped at 4 years.*** Continuation and subsequent extensions of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to paragraphs 3, 4, 5 and the suggested checklist at the end of this announcement.

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|-------------------------------|--|
| a. TITLE AND PAY GRADE: | Recruiting, Placement, Mentoring (RPM) Assistant
(SAD E-5 capped at 4 Years of Service) |
| b. EMPLOYMENT LOCATION: | Sunburst Youth Academy, Los Alamitos |
| c. PROJECTED EMPLOYMENT DATE: | Open Announcement * |
| d. SELECTING SUPERVISOR: | Commandant, Sunburst Youth Academy |

**Pending Availability of Funds and Continuation of Program*

3. The basic qualification requirements are:

a. Military Service: Member of the active or retired California National Guard or active member of the California State Military Reserve in the grades of E-4 to E-6 may apply. An individual in a civilian status who is eligible to become an active member of the California State Military Reserve in the military grade of E-4 to E-6 may submit an application under these criteria and be accepted by the State Military Reserve ***prior*** to appointment to State Active Duty.

b. Education/Experience: Must be a high school graduate or equivalent. Completion of appropriate level of NCO military education. Associate Degree is desired. ***Attach documentation to support this requirement.***

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must be able to effectively communicate orally and in writing. Applicant may be asked to produce a short, handwritten report during the interview process.

e. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Attach a copy of your military component's verification of these requirements.*** If a current member of the California State Military Reserve or a Retired California Army/Air National Guardsperson, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.

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f. Appropriate military uniform with federally recognized, or CSMR recognized, rank will be worn in accordance with military regulation.

g. Initial and/or continued employment is contingent on a favorable State Department of Justice background check.

h. Applicant must possess a valid state driver's license. ***Attach a copy of your current driver's license and Department of Motor Vehicle's printout.***

i. Possess at least two years of managerial, administrative or leadership experience.

j. Must be able to work flexible work schedule, including nights and weekends, when academy mission dictates.

4. Desirable qualifications include:

a. Training or experience in human relations, equal opportunity or human awareness.

b. Strong computer skills, including experience with website administration.

c. Experience in recruiting with youth programs.

d. Experience supervising and/or counseling youth.

e. Ability to speak fluent Spanish is highly desirable.

f. Experience working with youth as a youth mentor.

g. Experience conducting professional presentations for recruiting purposes.

5. Principal duty functions:

Under the supervision of the RPM Coordinator, Sunburst Youth Academy, the RPM Assistant performs the following duties:

a. Processes and maintains admissions documents for the academy.

b. Provides professional presentations to community organizations and agencies, as requested.

c. Participates in academy recruiting, activities and events.

d. Assists the Recruitment/Placement/Mentor Coordinator with mentee and mentor training, as directed.

e. Serves as a member of a platoon support team, as directed each cycle and participates in support team activities, including individual cadet assessments and community service projects.

f. Maintains and monitors cadet's case files during the residential and post-residential phases of the academy and submits reports to the National Guard Bureau, when required.

g. Promotes positive relationships in the community through involvement with community organizations and community service projects.

h. Available for Emergency State Active Duty operations to assist State Personnel, Comptroller, and J-Staff response in the event of an SAD emergency.

i. Sunburst Youth Academy is a smoke-free environment; smoking is not authorized on duty or on Academy premises.

j. Performs other duties as assigned.

6. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify; such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

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7. Reimbursement for moving and relocation expenses *will not* be paid.
8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application) and all required supporting documentation to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website www.calguard.ca.gov/casp/Pages/sad.aspx or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. *Original applications must be received in the State Personnel office no later than 30 June 2010. Applications will not be accepted via fax or email.*

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (7 Jan 10)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a suggested check sheet for each individual applicant to review to provide the most complete and accurate application up front. Explain negative responses.

Submission Requirements	Self Check
Have you completed and signed your application form?	
Have you attached a copy of your height, weight & physical test verifications?	
Have you attached a copy of your current driver's license and Department of Motor Vehicles printout?	
Have you attached verification of your military and civilian educational certificates?	